



Full Time Group Exercise and Fitness Desk Manager

Fox Valley Park District

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Closing Date: 2026-06-23
Salary: \$64,300 - \$81,340/YR DOQ

Description:

The Fox Valley Park District is a dynamic and growing park district that serves a diverse population of more than 236,000 people. Recognized as an Illinois Distinguished Agency, Fox Valley holds the nation's highest honor as a National Gold medal Award winner for excellence in park and recreation management. Serving the communities of Aurora, Montgomery, and North Aurora, the District maintains 172 parks and 48 miles of inter-connected regional trails amid 2,500 acres of parkland. connected by the Fox River, our communities are tied together by the District's commitment to promote vibrant, healthy lifestyles through fun and safe recreation opportunities that are environmentally and fiscally responsible. The Fox Valley Park District....Where Fun Begins!

JOB SUMMARY

Under the direction and supervision of the Fox Fitness General Manager, the Group Exercise and Fitness Desk Manager is responsible for overseeing all group exercise programming efforts at Fox Fitness Vaughan, Eola and Prisco locations and the Vaughan Fitness Desk staff. Responsibilities include providing positive customer service, staffing, scheduling, budgeting, pro shop sales, organizing, publicizing, and safety of all assigned areas, including classes, special events, and other services to promote health and fitness to members and the community. Other duties include but are not limited to: updating brochure/website, public relations/marketing/promotion of Fox Fitness in social media, staff training, performance management, facility management, purchasing, inventory and equipment maintenance, and other duties as assigned. This is an at-will position.

QUALIFICATIONS

Possess a strong interest in health and fitness. A bachelor's degree in Recreation, Kinesiology, Physical Education, or a related field is required. Requires at least three years of experience in a supervisory capacity, preferably in a fitness center. Nationally certified Group Exercise Instructor in at least three areas of group fitness, with a minimum of three years of instruction experience preferred. Experience and understanding of customer service, recreation administration, budgeting, personnel procedures, safety, and program planning are required. Excellent customer service skills and strong verbal and written communication skills are essential. Proficient in Microsoft Office Suite (Word, Excel, and Outlook). Experience with recreation software is preferred, with RecTrac experience a plus. Possess attention to detail, strong organizational skills, and the ability to multitask. Personal

Training certification from a nationally accredited organization is a plus. Must have CPR and First Aid certification or obtain certification within two months of hire. Must possess a valid driver's license and provide own transportation. Must be available to work a flexible schedule, including evenings and weekends.

Interested applicants should apply online at: <https://www.foxvalleyparkdistrict.org/about-us/employment/>